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UNOPA Newsletters

UNOPA-University of Nebraska Office  
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2018

# UNOPA Notes, December 2018

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# UNOPA NOTES

University of Nebraska Office Professionals Association

*"Jump In With Both Feet!"*

December 2018



## President's Message

Can you believe that December is already here? I hope all of you had a wonderful Thanksgiving break and were able to find some time to spend with family and friends. Like most years, I worked at a seasonal job during Black Friday, but I was able to find time to have dinner with my family over the weekend. I have a lot to be thankful for this year, including this opportunity to represent UNOPA.



Our December meeting brings the East Singers as our entertainment, and we will also have a cookie exchange for those who want to participate. Registration has been sent out. The Huskers Helping Huskers Pantry's most wanted items for December are Kleenex, lotion, and rice. Feel free to bring one of these items or any other items you'd like to donate to the December general meeting.

It's been a great year so far for activities, meetings, and workshops. We had a total of 30 UNOPA members volunteer to work the parking lot this year, and 11 shifts had family and friends help out. We sold a total of 497 parking spots this season. We will be selling spots for the spring game later this year. Our Career Development committee hosted another great workshop on Self-Defense for Women that was held on November 15, 2018, with Officer Craig Price. We had 40 people who attended this workshop with requests for a repeat performance in the spring.

We had a nice turnout at the October General meeting with guest speaker Dr. Nancy Myers who spoke on "Managing Sideways." Nancy had the group focus on work relationships with our peers, thinking about our own personal brand, and how to create meaningful ways to connect with others. The November meeting brought the Floyd S. Oldt Awards luncheon. I want to thank all of those who were involved in putting the program together. That BBQ was delicious! We received nine nominations total—three for Boss of the Year, three for Outstanding Staff, and three for the Silver Pen. The winners were: Dr. Dawn Braithwaite (Boss of the Year), Wendy Kempcke (Outstanding Staff), and Laurie Prettyman and Lisa McConnell (Silver Pen).

Warm wishes to you and your families this holiday season!

*Kelsey Sims*

## UNOPA's Mission

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.

## UNOPA Board of Directors

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# Floyd S. Oldt Awards Announced

At the November general meeting four very deserving individuals received Floyd S. Oldt awards. A total of nine nominations were received for these awards.

## Boss of the Year

The 2018 Boss of the Year Award went to Dr. Dawn Braithwaite, chairperson and professor in the Department of Communication Studies. She was nominated by Kathy Thorn and received an engraved plaque, a one-year associate membership in UNOPA and \$500.

Additional nominees included:

- Dr. Mark Balschweid, department head and professor for the Department of Agricultural Leadership, Education and Communication, nominated by Jennifer Greenlee
- Kathy French, education coordinator at the University of Nebraska State Museum, nominated by Jaime Long, Mandy Haase-Thomas, Sarah Feit and Annie Mumgaard



*Dawn Braithwaite, 2018  
UNOPA Boss of the Year*

## Floyd S. Oldt Silver Pen

The Silver Pen Award recipients were Lisa McConnell, office assistant in Child, Youth and Family Studies, nominated by Catia Guerrero, and Laurie Prettyman, administrative coordinator for Electrical and Computer Engineering, nominated by Jerry Hudgins. Each received an engraved Silver Pen, a one-year membership to UNOPA and \$600.

Additional nominee included:

- Kathy Schindler, administrative support associate in the Department of Agronomy and Horticulture, nominated by Barbara Homer

## Outstanding Staff:

This year's Outstanding Staff recipient was Wendy Kempcke, office associate for the Alumni Association, nominated by Andrew Washburn. She received an engraved plaque, a one-year membership to UNOPA and \$1,000.

Additional nominees included:

- Brenda Ensor, administrative support specialist in the College of Arts & Sciences, nominated by Mary Klucas
- Lisa King, staff assistant in Child, Youth and Family Studies, nominated by Catia Guerrero



*Boss of the Year nominees:  
Kathy French & Dr. Mark Balschweid*



*Silver Pen nominees: Lisa McConnell,  
Laurie Prettyman & Kathy Schindler*



*Outstanding Staff nominees:  
Brenda Ensor & Lisa King*

Judges for the 2018 Oldt awards included Mike Zeleny, Chancellor's Office; David Swanson, Holland Computing Center; Charles Daniel, Computer Science and Engineering; Melanie Nunez, Van Brunt Visitors Center; Gary Lang, Campus Recreation; Maggie Witt, Procurement Services; Pastor Andrew Kitzing, Zion Evangelical Lutheran Church, Emerald, NE; Kathy Anderson, community member; Glenda Campbell, community member.

**Thank you to all those who took the time to nominate these deserving individuals.**

## MARK YOUR CALENDARS!

December 11 – General Membership Meeting  
@ the Nebraska Union

**December 13 – Barb Homer's Retirement Party**

December 24-January 1 – Holiday Closedown

January 8 – Executive Board Meeting @ Whittier

**January 22 – UNOPA / UAAD Combined General  
Membership Meeting @ the Nebraska East Union**



## Barbara Homer's retirement reception has been rescheduled!

Due to the National Day of Mourning last Wednesday, Barbara had to postpone her festivities. Please come and help Barb celebrate nearly 40 years with the University of Nebraska.

**Thursday, December 13, 2018  
3:00-5:00pm  
Nebraska Union, Regency Room**

## Let's Celebrate some Birthdays!

Carol Bom – December 1  
Pat Hust – December 1  
Belva Harris – December 4  
Kelsey Sims – December 4  
Sandy Lineberry – December 8  
Diane Carson – December 12  
Jennifer Greenlee – December 24  
Kathryn (Hibbard) Voigt – December 24

# Save The Date!

**January 22, 2019  
11:45am-1:00pm  
East Campus Union Arbor Suite**

UNOPA will be hosting the 2019 UNOPA/UAAD joint meeting. Please mark your calendars. This will be a brown bag luncheon where we will collaborate on a community outreach project, and Vice Chancellor Donde Plowman will be our speaker. Eventbrite registration will be sent out when we return from the holiday shutdown.

Look forward to seeing you there!

# UNOPA + UAAD 2019



## PICK YOUR ONE WORD FOR 2019

9 out of 10 people will fail with their resolutions. | 50% of resolution makers will fail by the end of January. | But one word sticks!

That's why eight years ago I stopped making New Year's resolutions and started picking one word for the upcoming year. No resolutions, no goals... just one word that gives meaning, mission, passion and purpose. One word that will help me be my best.

My friends Dan Britton and Jimmy Page have been doing this for over 20 years. They told me how every New Year's Eve they gathered with their children and each came up with a word. Then they made paintings of their words that hung in their houses to remind them to live their word for the year.

I was inspired and started doing it with my family and shared it with everyone.

My words over the years have been: **PURPOSE, SURRENDER, SERVE, PRAY, RISE, FORGIVE, STILL** and **CONNECTED**.

Each word has molded and shaped me to become a better person, father, husband, writer and communicator. Looking back I know my One Word chose me more often than I chose it.

Dan, Jimmy and I wrote a book, *One Word that Will Change Your Life*, a few years ago and we've heard incredible stories of impact from countless people, schools, sports teams and companies that have discovered the power of one word. Several college teams put their one words on their lockers and practice shirts. NFL and NBA teams chose their words for the season and talked about them before games. Schools made t-shirts with all their teacher's one words. Hendrick BMW even made a one word car.

You may not have any idea what your word is going to be this New Year. That's okay. I still don't have my word for 2019 yet. Give it some time. Instead of randomly picking a word, allow the word to choose you. Your word will come!

I've had people email me saying, "I waited and waited and waited and one day, bam, the word hit me. I knew it was my word for the year." If you are open, the word always comes. There is a word that is meant for you to help you become all that you are meant to be and if you believe it, you will receive it.

To help you get started ask yourself a few questions. What do you want to focus on this year? Or what's in the way? What do you need more or less of? What needs to change?

Once you come up with your word, feel free to write it on one of the one word posters we created for you. Or write it on a rock and put it on your desk. Or make it your screen saver or phone's wall paper. Some have even made one-word jewelry to wear during the year. The ideas are endless. The key is to keep your word front and center so you can see it and live it.

For more ideas about One Word, and to get some team building ideas, go to [GetOneWord.com](http://GetOneWord.com).

So, what's your word?

When you know it, I would love to hear it. One of my favorite things is to hear people's word and why they chose it. You can share your word with me and others on Twitter, Facebook or Instagram.

— Jon





## The Giving Tree

Thank you to everyone who selected a Giving Tree ornament to benefit a deserving child at CEDARS. As a reminder, items must be collected by Wednesday, December 12th at noon for delivery later that afternoon. Donated items may be delivered to Lola Young in 102 Forestry Hall and to myself or Mary Klucas in 1223 Oldfather Hall. I will also be available for drop off at the December 11th General Membership Meeting.

Please note the following requests from CEDARS.

1. Requested items can sell out quickly and may not be available. Please select something similar.
2. Gifts should remain unwrapped. However, donations of gift bags are always welcome.
3. You may include additional gifts with your selected item, if you wish.
4. Please complete the back of the ornament and return with your gift. This information will not be shared.

If you were unable to select an ornament, monetary donations are always welcome in the form of a check or online at [www.cedarskids.org/holiday](http://www.cedarskids.org/holiday).

Thank you,  
Alycia Harden

## Did you guess correctly?

These cuties were in last month's Notes.  
Were you able to guess them?



Lorraine Moon



Jana Pillsworth-Wood

## A Message about Distracted Driving

I'm on the Chancellor's University Safety Committee (CUSC), and we've undertaken a campaign to raise awareness of the hazards of distracted driving. This is a message from the National Safety Council.

### The Great Multitasking Lie — Myth versus Reality

#### Myth #1: Drivers can multitask

The reality is: The human brain cannot do two things at the same time—like watch TV and hold a phone conversation. It's the same when driving and talking on your phone. The brain switches between two tasks which slows reaction time.

#### Myth #2: Talking on a cell phone is just like talking to a passenger

The reality is: Backseat drivers are good for you. Adult passengers help the driver and alert drivers to traffic problems. People on the other end of cell phones can't see what's going on.

#### Myth #3: Speaking hands-free is safe while driving

The reality is: Drivers talking on cell phones can miss seeing up to 50% of their driving environments, including pedestrians and red lights.

#### Myth #4: I only use my phone at stop lights so it's ok.

The reality is: Even at stop lights, it is important to remain attentive. A recent AAA study shows that people are distracted up to 27 seconds after they finish sending a text.

#### Myth #5: Voice-to-text is safe to do while driving

The reality is: It's still very distracting. You're not only mentally distracted, but you're visually distracted due to autocorrect errors.

**Sources:** National Highway Traffic Safety Administration, University of Utah, AAA Foundation for Traffic Safety, National Safety Council.

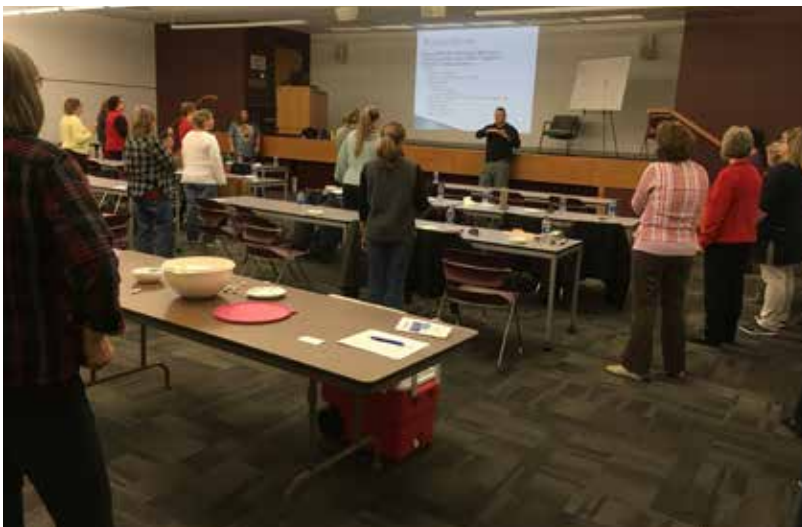
By Christine Weitzel  
Chancellor's University Safety Committee

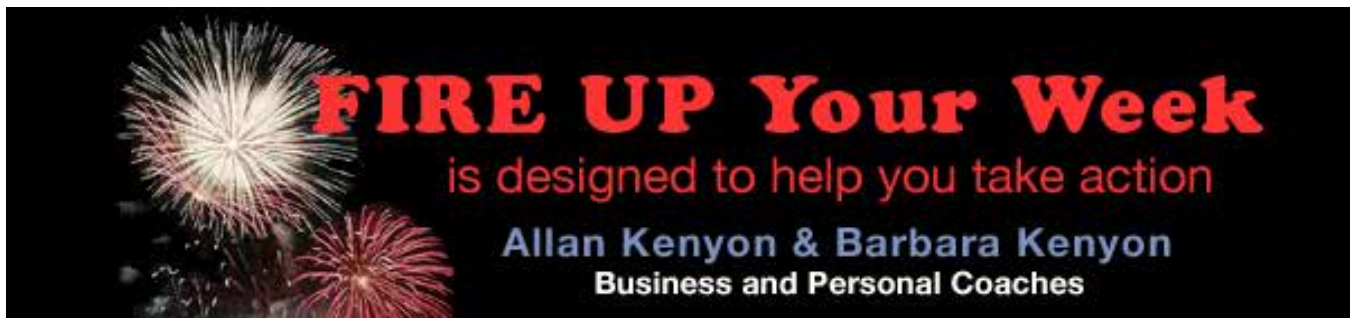
## UNOPA'S Self-Defense Workshop

The UNOPA Career Development Committee hosted a Self-Defense Workshop on Thursday, November 15. Sergeant Craig Price from the Lincoln Police Department gave a presentation which included a hands-on demonstration of how to be prepared and what to do in case of an attack. The program covered personal experience, defensive maneuvers, tactical theories and concepts, and spiritual motivation along with extensive knowledge of criminal and related state statutes.



*By the looks of these photos, everyone was pretty engaged in learning how to protect themselves.*





## This Week

### Make This The Happiest of Holidays!

**Think about this:** The holidays will never make you happy. You must bring happiness to the holidays.

**Here's how:**

- Think positive thoughts throughout this holiday season.
- Write down a few motivational quotes that make you feel good.
- Refer to your quotes if happy thoughts drift away.
- Choose to make the most of each moment—no matter what!

**The benefit to you:** Less stress; more joy.

*"Remember, happiness does not depend on who you are or what you have; it depends solely on what you think."* —Dale Carnegie

*"You're going to be fine. You come from a strong line of lunatics!"* —Anonymous

**This week will never happen again.  
Make it a great one!**



## WE WANT YOU!

It is about time to nominate those worthy UNOPA members for the executive board positions. Nomination forms will be going out in the next month or so, so please start thinking of some great people to nominate!



Minutes of the  
UNOPA GENERAL MEMBERSHIP MEETING  
East Campus Union, Arbor Suite  
11:45a.m.-1:00p.m.

President, Kelsey Sims, called the meeting to order 11:50a.m.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM SEPTEMBER 11, 2018**

**APPROVAL OF TREASURER'S REPORT FROM SEPTEMBER 2018**

The September Treasurer's report will be filed for audit.

**OFFICER AND COMMITTEE REPORTS**

**President-Kelsey Sims**

Steppin for Gretchen walk on October 14<sup>th</sup> at Holmes Lake 1:00p.m.

**Awards-LaRita Lang & Mikki Sandin**

Award Nominations needed for the Floyd S. Oldt Awards

Workshop-Women's Self Defense Thursday, November 15<sup>th</sup>, 2018 1:30-4:30pm

**Membership-Mary Klucas**

74 members currently

**Ways and Means-Roddy Spangler**

Report that UNOPA has 298 parking spots sold, \$2,384. Members are encouraged to volunteer at the parking lot so we don't lose this fundraising opportunity.

**Outreach-Alli Casey**

Prizes for the 50/50 drawing were award \$17.50 to ticket 822.

Dairy Store prize winner-Darla Huff

**Guest Speaker**

Dr. Nancy Myers-Managing Sideways. Nancy had the group think about our personal brand, work relationships within our peers, both inside our department and across departmental lines. Creating meaningful ways to connect and influence sideways with our peer work relationships.

Meeting adjourned at 1:00p.m.

Submitted by: Lori Sorto, Recording Secretary



Minutes of the  
UNOPA GENERAL MEMBERSHIP MEETING

Nebraska Champions Club

11:45a.m.-1:00p.m.

November 13, 2018

President, Kelsey Sims, called the meeting to order 11:58a.m.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM OCTOBER 17, 2018**

**APPROVAL OF TREASURER'S REPORT FROM SEPTEMBER 2018**

The September Treasurer's report will be filed for audit.

**OFFICER AND COMMITTEE REPORTS**

**Outreach-Lainey Bomberger and Allison Casey**

Prizes for the 50/50 drawing were award \$31 to ticket 595861.

**Corresponding Secretary**

Giving Tree-Cedars. Cedarskids.org/holiday

**Jump in with Both Feet**

**UNOPA Annual Bosses and Floyd S. Oldt Awards Luncheon**

**Floyd S. Oldt Awards Presentation-LaRita Lang and Mikki Sandin**

**Floyd S. Oldt Boss of the Year Award Nominees**

Dr. Mark Balschweid, **Dr. Dawn O. Braithwaite**, Kathleen French

**Floyd S. Oldt Outstanding Staff Award Nominees**

Brenda Ensor, **Wendy Kempcke**, Lisa King

**Floyd S. Oldt Silver Pen Award Nominees**

**Lisa McConnell**, Laurie Pettyman, Kathy Schindler

**Guest Speaker- 2017 Boss of the Year**

Catia Guerra-Child, Youth and Family Studies: El Salvador and education.

Meeting adjourned at 1:00p.m.

Submitted by: Lori Sorto, Recording Secretary





University of Nebraska Office Professionals Association

